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25 April 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Special Supervision Seminar at [REDACTED]

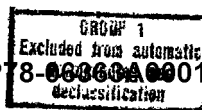
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A shortened course in supervision for medium and lower grade personnel of the [REDACTED] was conducted at [REDACTED] during 25X1A6a the first week in April. Instruction was given over a period of four days, three hours at a time. The 24 participants could not be spared for a "full" course which is normally one week, all day. Responses from participants were extremely enthusiastic -- the best that the instructor had ever encountered at any level of management. Unfortunately, some of the trainees had insufficient exposure to the material to grasp its implications. At the end of the program one supervisor could only come up with one suggestion on how to motivate employees to do their work: "This is what the front office wants."

2. Special ADP Orientation Courses to Be Given for Central Reference Service

The Director, Central Reference Service, has requested two special runnings of the Automatic Data Processing Orientation Course for about

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100 of his personnel. These will be given in May in order to accelerate the training of CRS employees who now routinely use a computer to store information and to service requests. In a little more than one year, CRS has converted from punched card to computer processing and has greatly expanded its information processing capacity.

3. An Inter-Agency Managerial Grid?

DTR In a recent discussion with members of our Management Training Faculty, the Chief, Management Training Development, NSA, suggested that the time might come when NSA and CIA would find it advantageous and economical to run combined Phase I Grids so that instructors and sites could be shared. He mentioned that consolidation of training efforts as an inter-agency endeavor is being pushed in the government. An NSA problem was generated by the withdrawal of funds allotted to cover the expenses of conducting an NSA Grid during the week of 5 May at a nearby motel which NSA had been using for conducting its Grids. We did not pursue the matter of conducting joint CIA-NSA grids. As a courtesy, however, a check was made with [REDACTED] to determine if space were available there during the week of 5 May. [REDACTED] replied that the tight training schedule there precluded offering any space to NSA.

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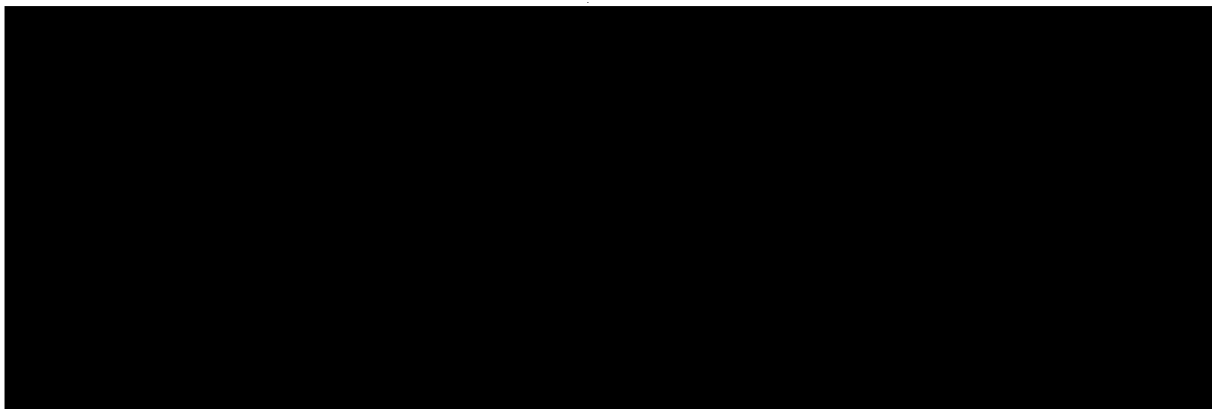
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(This item first reported in Weekly of 11 April.)

5. Request for Special Forces Training

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concerning a Special Forces instructor training course for the period, 24 June - 3 July. These dates have tentatively been agreed on, pending approval of a request being forwarded through channels. Approximately twenty students would participate in the course.

6. Defense Intelligence School to Activate Information Sciences Center

In March 1967 the DCI wrote to the Secretary of Defense requesting that the DIS establish training courses in the application of information science technology to intelligence. This request had stemmed from a USIB proposal. The staffing pattern for the Center has now gone to the Civil Service Commission for approval. Initially, the Center plans to offer two courses: "Application of Information Science Technology to Intelligence Planning," and "Application of Probability and Predictive Inference to Estimates and Warning." The Center also plans to sponsor graduate level training at selected universities.

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7. Other Training Topics in Brief

Seven Agency personnel, including the Director, PPB, are now attending an IBM course in Poughkeepsie, New York on "Data Processing for Intelligence Community Executives." The DD/P has excused four COS/DCOS designees from attendance at the April National Inter-departmental Seminar. The Agency still has eight employees enrolled in this course which began 22 April. . . . Agency students at the National War College believe that a "Langley Headquarters Day" for the student body should be reinstated. This feature was dropped after the 1966-67 class. Our students were very much impressed by the red carpet treatment and interesting presentations given during the "State Department Day." The Air Force has now formally requested tradecraft training for a limited number of officers. The AF stated that a period of training up to twelve months would not be considered excessive. We are thinking more in the direction of a three-or four-week tutorial course. There are no plans for including AF personnel in any regular OTR courses. . . . A special training course for military officers being assigned to [REDACTED] in Saigon has been drafted and coordinated with FE Division. Space in the Magazine Building will be used for the two-week course starting in May since the rooms are ideal for informal seminar type discussions.

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8. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were given:

At FSI, 55 students in the Foreign Service Orientation course on "International Communism: Current Status."

At DIA, 20 members of the Advanced Intelligence Course on "Communism and the Developing Nations."

At FSI, four State Department personnel taking the Mid-East North Africa Course.

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**John Richardson
Director of Training**

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